

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

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TITLE: Maintenance Procedures and Documentation		
Revision: 3	Replaces: 12/11/92	Effective: 06/01/02

1. Purpose:

To provide standard procedures for the maintenance and documentation of maintenance of instruments used in the USDA, AMS Pesticide Data Program (PDP).

2. Scope:

This standard operating procedure (SOP) shall be followed by all laboratories conducting residue studies for PDP, including support laboratories conducting stability or other types of studies that may impact the program.

3. Outline of Procedure:

- 5.1 Maintenance of PDP Equipment According to SOPs
- 5.2 Documentation of Maintenance Procedures

4. References:

- USDA/AMS PDP Quality Assurance (QA)/Technical Meeting, April 9-11, 2002
- 40 CFR 160.63, Maintenance and calibration of equipment
- 40 CFR 160.81, Standard operating procedures

5. Specific Procedures:

This standard operating procedure (SOP) represents minimum PDP requirements and is presented as a general guideline. Each laboratory shall have written procedures that provide specific details concerning how the procedure has been implemented in that laboratory.

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- 5.1 All instruments used in the analysis of PDP samples are to be maintained in proper working conditions at all times, if possible. Each laboratory shall provide SOPs on routine maintenance procedures in order to meet the minimum method requirements.
- 5.2 A bound notebook shall be provided for each instrument in order to document all maintenance, routine or otherwise. A notebook with numbered log sheets is also acceptable. The information that shall be detailed includes date, maintenance done, and initials of the individual performing the maintenance procedure.

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Revision 3

April 2002

PDP QA/Technical Meeting

- General update